

REGULATION

Appointing Authority Letter Reference:	Effective Date: August 20, 2000	Index Reference:	Regulation Number: 5.08
Issuing Bureau: Human Resource Services	Rule Reference: Chapter 5 <u>Civil Service Commission Rule 5-10.1</u>		Replaces: Compensation Procedure 8
Subject: PAID HOLIDAYS			

1. PURPOSE

A. This regulation establishes the standards and guidelines for paid state holiday absence for career employees.

2. CIVIL SERVICE COMMISSION RULE REFERENCE

A. Rule 5-10.1 Paid Holidays

A full-time career employee is allowed 8 hours paid absence from work on 12 approved state holidays. A less than full-time career employee is allowed paid holiday absence in proportion to the time actually in pay status, in accordance with the regulations.

(a) **Procedure.** The state personnel director shall establish the appropriate dates for holiday observances and additional standards for determining employee eligibility.

(b) **Work on a holiday.** An appointing authority may require an employee to work on a paid holiday. Such an employee is compensated in accordance with any applicable provisions governing compensation for overtime and shift differential.

3. STANDARDS

A. State Holidays — ~~All career employees of the classified service shall be permitted~~ A career employee is allowed paid absence from work on the following days:

Day

New Years
Martin Luther King
Presidents
Memorial
Independence

Observance

January 1
The third Monday in January
The third Monday in February
The last Monday in May
July 4

Labor	The first Monday in September
Veterans	November 11
Thanksgiving	The fourth Thursday in November
Day After Thanksgiving	The Friday following Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
New Years Eve	December 31

~~A. Career employees~~ who regularly provides less than full-time service ~~are entitled to~~ is allowed paid absence according to ~~Paragraph III, B (Page D-66)~~ Section C.2.

B. Observance

1. Employees shall have their holiday observance on the holiday itself if the holiday falls on a scheduled workday.
2. A holiday that falls on Saturday ~~shall be~~ is observed on the preceding Friday. A holiday that falls on Sunday ~~shall be~~ is observed on the following Monday.
 - a. When Christmas Eve or New Year's Eve falls on Friday, the holiday ~~shall~~ may be observed on the preceding Thursday. When Christmas Eve or New Year's Eve falls on Sunday, the holiday ~~shall~~ may be observed on the preceding Friday. The state personnel director may establish alternate observance days for these holidays before the beginning of the fiscal year.
 - b. Equivalent provisions for time off for holidays falling outside the scheduled work week shall be made for employees working other than a Monday through Friday schedule.
 - c. Holiday ~~credits shall~~ observance may not be used to extend employment ~~except in the case of Section III, paragraph A, 3 below~~ unless Section 3.1.c applies.

C. Eligibility

1. ~~A. Career~~ full-time employees regardless of ~~their~~ work schedule ~~qualify for~~ is allowed paid holiday absence by being in full pay status on:
 - a. The holiday itself, as demonstrated by actually working on the holiday; or,

- b. ~~Their~~The employee's last scheduled workday immediately preceding the holiday and ~~their~~ first scheduled workday following the holiday when both days fall within the same bi-weekly work period; or,
 - c. ~~Their~~The employee's last scheduled workday immediately preceding the holiday when the holiday occurs on or is observed on the last scheduled workday of the bi-weekly work period; or when the holiday occurs or is observed on the last day of the month in which the employee is retiring, or,
 - d. ~~Their~~The employee's first scheduled workday following the holiday when the holiday occurs on or is observed on the first scheduled workday of the bi-weekly work period.
 - e. A newly hired employee ~~shall not qualify for~~ is not allowed paid holiday absence for a holiday occurring on or observed on the first scheduled work days of the initial bi-weekly work period.
 - f. A continuing employee returning from layoff or leave of absence, whose first scheduled workday is the day after a holiday, ~~shall qualify for~~ is allowed paid holiday absence for the holiday.
2. A ~~C~~career employees working less than full time ~~shall qualify for~~ is allowed paid holiday absence as follows:
- a. Employees are ~~entitled to~~ allowed full holiday credit of eight hours if they otherwise have been in full pay status for the pay period in which the holiday falls.
 - b. Employees not in full pay status for the pay period in which the holiday falls, are ~~entitled to~~ allowed proportionate holiday credit based on the average hours in pay status during the six bi-weekly work periods (including work periods when not in pay status) preceding the work period in which the holiday occurs.
 - (1) Career employees not in pay status during the bi-weekly work period when a holiday occurs are ~~entitled to~~ allowed proportionate holiday credit upon return from furlough.
 - (2) Newly hired employees who have completed less than six bi-weekly work periods are ~~entitled to~~ allowed proportionate holiday credit based on the average hours in pay status since appointment.

D. Work on a ~~H~~Holiday

1. Payment for work on a holiday shall be in accordance with ~~standards and procedures for~~ the regulation on Overtime, On-Call and Callback.

~~E. Paid Personal Leave Credit~~

- ~~1. Career employees shall receive sixteen (16) hours of paid personal leave credit on October 1.~~
 - ~~a. An employee who has completed 1040 hours of satisfactory service is eligible to receive the personal leave grant.~~
 - ~~b. Employees occupying less than full time positions shall receive proportionate credit in the same manner as holidays (see Section III, Paragraph B, 2, Page D-66).~~
- ~~2. Employees covered by other paid personal leave credit provisions under a collective bargaining agreement and who subsequently move to a position that is excluded from representation or not covered by a bargained agreement, shall receive appropriate paid personal leave credit immediately upon transfer out of the unit unless a similar grant was received in the same fiscal year under the bargained agreement.~~
- ~~3. Employees may elect to be paid off for unused personal leave prior to entering into a leave of absence without pay. Employees returning from leaves of absence who have not elected to have the leave paid off shall be credited with the personal paid leave credit upon their return.~~
- ~~4. Employees who are recalled from layoff shall be credited with the personal paid leave credit on a pro-rata basis for the balance of the fiscal year.~~
- ~~5. Any remaining paid personal leave credit not used by the last pay period of the fiscal year shall be transferred to the employee's annual leave counter if such transfer does not exceed the employee's annual leave maximum accumulation. Any unused amount that would exceed the maximum will be lost.~~
- ~~6. Upon separation or retirement, employees shall receive payment for unused personal leave.~~

CONTACT

<i>August 20, 2000</i>	<i>Paid Holidays</i>	<i>Page 5 of 5</i>
------------------------	----------------------	--------------------

Questions regarding this regulation should be directed to the Department of Civil Service, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909, (517) 335-7862 or (517) 373-7618, or MDCS@state.mi.us.

NOTE: Regulations are issued by the State Personnel Director under authority granted in the State of Michigan *Constitution* and the *Michigan Civil Service Commission Rules*. Regulations that implement Commission Rules are subordinate to those Rules.